

PLANNER II

NATURE OF WORK

This is responsible professional and supervisory work in city and county planning.

Work involves performance of more difficult and complex professional planning work under a minimum of supervision and direction. Supervision may be exercised over a team of subordinate professional and technical employees. Considerable independent judgment is required in the application of professional techniques and principles to routine as well as unusual planning problems. General supervision is received in the form of consultation with a professional or an administrative superior and in the review of planning recommendations formulated.

EXAMPLES OF WORK PERFORMED

Performs difficult and complex assignments; supervises or assists in the supervision of professional and technical employees in performing a wide variety of planning work including collecting data for the preparation of various phases of a comprehensive plan; supervises the preparation of maps, charts, sketches, plans and designs pertinent to the formulation of a comprehensive plan.

Prepares recommendations relative to zoning matters; reviews subdivision plans for compliance with applicable regulations; reviews and analyzes matters relative to zoning and subdivision and determines compliance with relevant ordinances.

Supervises and assists in the compilation of social economic and planning data used in the analysis of community planning problems; assists in the interpretation and modification of comprehensive plans; prepares studies and makes recommendations on public and private land uses.

Performs research, planning, and technical analysis for difficult planning, zoning and renewal projects including negotiations with developers regarding road and utility issues.

May specialize in a specific planning area such as historic preservation, urban design, transportation, wireless telecommunication facilities, or other specialized planning function.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the principles and practices of urban planning, particularly as they pertain to the development of comprehensive plans.

Considerable knowledge of the city charter, and of the various ordinances, codes, state and federal laws having some effect on the planning function.

Considerable knowledge of all phases of conducting field surveys, designing planning studies and preparing reports.

Ability to assign, coordinate, supervise and evaluate the work of subordinate professional and technical employees.

Ability to make clear and understandable written and verbal presentations of technical information to lay groups, the general public, professional organizations and various governmental departments and agencies.

Ability to perform advanced professional work pertaining to major planning, design and development projects.

Ability to anticipate problems and visualize adequate and appropriate solutions.

Ability to prepare, assist in, or supervise the compilation and preparation of comprehensive technical reports.

Ability to establish and maintain effective working relationships with co-workers, government officials and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in one of the social or engineering sciences, supplemented by a masters degree in city, regional or urban planning and considerable experience in city planning.

Certification from the American Institute of Certified Planners (AICP).

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in one of the social or engineering sciences with planning experience in current or long range planning or in one of the following specialties: transportation planning, historic preservation, wireless telecommunication facilities, or other specialized planning function; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____

Department Head

Personnel Director

4/74

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